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8 September 1971

MEMORANDUM FOR: Chief, Support Services Staff, DDS
THROUGH : DDI/Records Management Officer
SUBJECT : NPIC Records Management Program
REFERENCE : a. Executive Director-Comptroller
Memorandum dated 1 July 1971,
Subject: Records Storage
Control Policy

b. Executive Director-Comptroller
Memorandum dated 6 July 1971,
Subject: Records Storage
Control Policy

1. The purpose of this memorandum is to formalize the request for assistance in furthering the integrated NPIC records management program discussed with [REDACTED] on 20 August 1971. The timeliness of this request coincides with the recent directive of the Executive Director-Comptroller to reduce net annual increases in records retired to the Records Center through aggressive and systematic records control programs.

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2. As part of its on-going records management program, NPIC is planning the development of a Records Retention Plan; an "operation cleanout" for the spring of 1972; and the development of a managed disposition program beginning with an automated inventory for fiscal year 1973. Successive phases of the program will include the development of management information systems from the basic inventory and movement into the application of microform systems and techniques to management of administrative and operational records to supplement systems already in effect on production records.

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3. Basic to these planned actions within the NPIC integrated records management program, is the revision of its records control schedules as a fundamental tool to the management of NPIC records and related systems. Therefore, NPIC proposes to develop a general records control schedule as a more viable records management aid. Another objective in the control schedule up-date is to reduce its bulk and replication, as well as provide a standardized and elemental base to a mechanized inventory and future records management information, as well as storage and retrieval systems.

4. In order to up-date the NPIC records control schedule as basic documentation in an aggressive and systematic NPIC records management program, it needs to reflect records series descriptions, retention requirements, and disposition instructions compatible with standards already established in the schedules of other Agency components. This is especially true with regard to records for which other Agency components are the official office of record.

5. Because of the scope and importance of this preliminary phase in the furtherance of the NPIC records management program, it is requested that your staff assist NPIC by:

a. Reviewing existing NPIC records control schedules to determine needs for changes to meet Agency standards of format and content.

b. Providing NPIC with standardized records descriptions, retention requirements, and disposition instructions for those records series for which NPIC is the office of record, and for which there are established Agency regulatory or NARS general schedule requirements or authority.

c. Providing NPIC with a listing of records series for which other Agency components are the offices of record, but

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which are also maintained as records by NPIC, along with established or suggested records descriptions, retention requirements, and disposition instructions.

6. It is further requested that a records analyst from the Records Administration Branch, or the Agency Archives and Records Center be designated as the responsible officer to work with the NPIC Records Management Officer in the revision of the NPIC Records Control Schedule. The time frame for the completion of this first phase task is 1 January 1972. Therefore, your early reply would be appreciated.

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Chief, Support Staff
National Photographic Interpretation Center

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